

## Application for inactive instructor license

### General information

- 1 If you are a currently licensed instructor and do not plan to engage in actively training blind persons in the use of guide dogs, you may wish to apply for an inactive license.
- 2 If you hold an inactive license, you are not required to meet continuing education requirements. You must renew an inactive license each year. 💰 The fee is \$25.
- 3 While you hold an inactive license, you may not engage in training blind persons in the use of guide dogs.
- 4 If you do not restore your license to active status after three years, your license will expire. To restore your license to active status, you must meet all continuing education requirements for each year the license was inactive.
- 5 To apply for an inactive license, please include all of the information requested in this application. Incomplete applications will be rejected.
- 6 We will use this information to determine your eligibility for an inactive license. We will share the information with governmental and law enforcement agencies as appropriate. The names and addresses of licensees are available to the public unless specifically exempted by law.
- 7 You have the right to review the records the State Board of Guide Dogs for the Blind has maintained on you. To review your information, contact us at:
  - 📍 1625 N. Market Blvd., Suite S-202, Sacramento, CA 95834
  - 📞 916.574.7825 / 866.512.9103



## Instructions

- 1 A fee of 💰 \$25 must accompany this application.
- 2 Submit the fee by certified/personal check or money order made payable to State Board of Guide Dogs for the Blind. Do not send cash.
- 3 The fee and completed application must be received at least ten days before your license renewal date.

### for office use only

APPROVED

LICENSE NO.

DATE ISSUED

## Application

1 APPLICANT: **NAME**

2 RESIDENCE ADDRESS: **NUMBER AND STREET**

CITY

STATE

ZIP

3 DAYTIME PHONE: **AREA CODE AND NUMBER**

4 CURRENT EMPLOYER: **NAME**

ADDRESS: **NUMBER AND STREET**

5 CITY

STATE

ZIP

## Signature statement

I understand that I may restore my license to active status within three years if I become current in continuing education requirements required by the State Board of Guide Dogs for the Blind. I also understand that I cannot instruct blind persons in the use of guide dogs while I hold an inactive license. I certify under penalty of perjury that the information I provided on this application is true.

 **NAME**

**DATE**

## California Code of Regulations

Title 16. Professional and Vocational Regulations  
Division 22. State Board of Guide Dogs for the Blind  
Article 5. Miscellaneous  
Section 2292. Inactive Instructor License

### § 2292. Inactive Instructor License.

- (a) The board hereby establishes an inactive category of licensure for instructors who are not actively engaged in the practice of instructing blind persons in the use of guide dogs and who have applied for an inactive license.
- (b) The holder of an inactive license issued pursuant to this section shall not engage in any activity for which a license is required.
- (c) An inactive license issued pursuant to this section shall be renewed during the same time period in which an active license is renewed. The holder of an inactive license need not comply with any continuing education requirement.
- (d) The renewal fee for a license in an inactive status shall be twenty-five dollars (\$25) per year.
- (e) An inactive license issued pursuant to this section may be restored to active status within three years following the expiration of the original license provided the holder of an inactive license becomes current for all continuing education as required under the regulations. Becoming current for all continuing education shall mean that the applicant shall complete the requisite hours of education for each year that the license has been inactive. An inactive license may not be restored to active status after three years following the expiration of the original license.

### Source

Office of Administrative Law: [www.oal.ca.gov](http://www.oal.ca.gov)